

**Minutes  
Personnel Review Commission  
Special Meeting  
March 20, 2013**

**LOCATION:** Municipal Building Room B-11

**COMMISSIONERS PRESENT:** Councilwoman Hope Kasper, Chairwoman  
Councilwoman Deborah Kleckowski  
Councilwoman Mary Bartolotta

**STAFF PRESENT:** Kathleen A. Morey, Acting Director of Personnel

**PUBLIC PRESENT:** Kori Wisneski, Deputy City Attorney, Joseph Samolis,  
Chief of Staff

---

**1. Meeting Called to Order by Councilwoman Kasper**

The regular monthly meeting was called to order at 11:15 a.m. by Councilwoman Kasper.

**2. Public Hearing**

Councilwoman Kasper opened the public hearing at 11:15 a.m.

Chief of Staff Samolis stated that the Mayor's Office believes the proposed job descriptions for the City Attorney's Office and the Personnel Director are an accurate reflection of the duties that are performed. He hopes for approval for all of these job descriptions as submitted.

Councilwoman Kasper closed the public hearing at 11:16 a.m.

**3 New Business:**

**A. Review of proposed changes to the City Attorney job description:**

Councilwoman Kasper expressed her concern of the title of the department, stating that the General Counsel title is so broad that it will confuse the public. Councilwoman Kasper also stated that the language in the last bullet of the proposed job description needs to be amended to require the City Attorney to serve as staff to Insurance and Claims.

Councilwoman Kleckowski expressed her concern for the department title and added that she believes Human Resources should be reflected in the department title.

Councilwoman Bartolotta agreed to include Human Resources into the title of the department.

After further discussion, Councilwoman Kleckowski made a motion to approve the job description for City Attorney, to include amending the department title to Office of the General Counsel and Human Resources; amend the last bullet to state "Acts as staff to the Insurance & Claims Committee"; and amend the Physical Requirements to include adding "feet". Councilwoman Kasper seconded the motion. Motion passed by unanimous vote.

RECEIVED  
MAR -4 PM 2:54  
TOWN CLERK  
MIDDLETOWN, CONN.

**B. Deputy General Counsel – job description:**

Councilwoman Kleckowski wanted it stated for the record that she believes changing the titles to General Counsel is disingenuous to the City. After brief discussion a motion was made by Councilwoman Kleckowski to approve the job description to Deputy General Counsel, amending the department title to Office of General Counsel/Human Resources; and amending the language in the fifth bullet to “Administers the Office of the General Counsel/Human Resources in the absence of the General Counsel. The motion was seconded by Councilwoman Bartolotta and passed by unanimous vote.

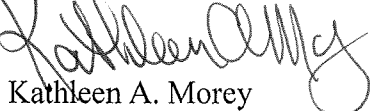
**C. Director of Human Resources – job description:**

After brief discussion concerning reporting and amount of duties, Councilwoman Kleckowski made a motion to approve the job description for the Director of Human Resources as amended to include changing the department title to Office of General Counsel/Human Resources; and to amend bullet on page 2 to include Identifies and initiates training programs “in conjunction with Mayor, Risk Manager and Department Heads”. The motion was seconded and passed by unanimous vote.

**Adjournment**

A motion to adjourn was made by Councilwoman Kleckowski and seconded by Councilwoman Bartolotta. The meeting was adjourned at 12:32 p.m.

Respectfully submitted,

  
Kathleen A. Morey